

ORDERING INSTRUCTIONS

1. First select your card and print colours, card colours shown on front, print colours on reverse of brochure.

★ 2. Design your card layout in the space on the front and reverse of the order section. (actual size of card [standard credit card size]). Artwork and type composition is produced by AppleMac offering a large selection of type faces.

If logos are to be included please forward a separate drawing, pdf or jpeg. The standard charge for artwork/layout plates is £29.00. For very simple layouts one colour one side only no logos or non standard writing strips the charge is £19.00. Where a year/date is included the charge for an update on a repeat order is £9.00.

3. For plastic business cards or membership categories etc. a charge of £4.00 is payable for each variation.

Any intricate designs logos etc requiring additional graphic work will be subject to additional cost. Price will be advised on sight of copy.

Please check instructions most carefully as no responsibility can be taken for customer mistakes.

Any customer alterations at proofing stage may be chargeable.

Most cards are 550m thickness, gold & silver are 760m (credit card thickness). All colours including white are also available in 760m thickness, 760m white + £16.00 per 1,000 (pro-rata), please consult us.

PRICES CARRIAGE INCLUSIVE + VAT

Quantity	White (Printed 1 Colour 1 Side)	Coloured	Gold & Silver	Writing Strip(s) Per Side	Sequential Numbering (6 Digit No. is Standard)	Self-Seal Cover for Photographs (39 x 33mm)
100	£24.00	£28.00	£33.00	£6.00	£9.00	£5.00
200	£32.00	£41.00	£47.00	£9.00	£11.00	£10.00
300	£43.00	£55.00	£68.00	£12.00	£15.00	£15.00
400	£55.00	£72.00	£85.00	£16.00	£19.00	£20.00
500	£66.00	£85.00	£103.00	£20.00	£22.00	£25.00
1,000	£113.00	£150.00	£180.00	£37.00	£43.00	£50.00
2,000	£195.00	£250.00	£302.00	£71.00	£83.00	£100.00

The above prices are for printing quantities of cards 1 colour on to one side ie White card Black Print, Gold Card Red Print. The following applies for each additional printing operation + 50% White Cards, + 40% Coloured Cards and +35% Gold & Silver Cards on Card Price only for each additional printing operation. ie. White Cards 2 colours face, 1 reverse is + 100% on Card price.

Larger quantities and additional requirements, Embossing, Magnetic Stripes, Bar Codes, Encoding, Punched Hole or Slot etc. are by quotation.

TERMS: Full Remittance with order or deposit of £29.00 with the balance due on approval of artwork proof. Public Sector Organisations please consult for account terms.

D&M Business Cards Plastic Cards' Order Form

1. Please select your card and print colours (please tick appropriate boxes).

Standard Card Colours Cream Yellow Red Green Blue Light Blue Black Burgundy Orange White Gold Silver Frosted Clear

Standard Print Colours Light Blue Blue Red Green Dark Green Brown Orange Yellow Gold Silver Black White (others on request).

2. Design your card layout in the space (actual size of card). Use space overleaf for reverse. PLEASE PRINT CLEARLY. (Please use a separate sheet if necessary).

NUMBERING

Start

No.

Finish

No.

Pre-fix digits may be used, i.e. 010000 etc.

85mm

55mm

81mm

10mm

Writing Strip standard size. Other sizes/permutations available.

Please check instructions as no responsibility can be taken for mistakes made by customers on the Card Layout.

Tick if you require an Artwork Proof before printing.

	Amount £	
We wish to order Plastic Cards	•	
Additional Printing Operations @ 50%, 40% or 35%	•	
Variations @ £4.00	•	
Writing Strip(s)	•	
Numbering	•	
Self-seal covers for photographs (supplied loose)	•	
Artwork/Layout/Plates (see ★) £29.00/£19.00/£9.00	•	
All First Orders	•	
	Sub Total	•
	VAT @ 15/17.5%	•
	Total	•
		Remittance Enclosed
		•

★ Please read note 2 opposite for artwork charges